

Minutes of the Personnel Committee

Tuesday, August 21, 2012

Chair Paulson called the meeting to order at 1:00 p.m.

Present: Supervisors Duane Paulson, Pauline Jaske, Mike Crowley, Dan Draeger, Jim Jeskewitz, Jennifer Grant, and Kathleen Cummings.

Also Present: Chief of Staff Mark Mader, Principal Risk Management Analyst Mark Jatczak, Principal Human Resources Analyst Terri Sgarlata-Lutz, and Human Resources Manager Jim Richter. Recorded by Mary Pedersen, County Board Office.

Approve Minutes of 7-17-12

MOTION: Crowley moved, second by Jeskewitz to approve the minutes of July 17. Motion carried 7-0.

Chair's Executive Committee Report of 8-20-12

Paulson highlighted the following items discussed at the last Executive Committee meeting.

- Brandtjen commented on the Juvenile Center and urged no additional outsourcing.
- Heard an update on capital projects
- Decker reported on the National Association of Counties conference he recently attended.
- Heard an update on Communication Center partnerships.
- Talked about a possible collaboration between the Milwaukee and Waukesha county boards.
- Approved the ordinance detailing the county board chair job description. A motion to amend by Paulson, to include "and additional duties as needed" was defeated.
- Approved various appointments as recommended by the County Executive including former County Board Chair Jim Dwyer to the Southeast Wisconsin Regional Planning Commission.
- Toured the courts and their new technology (Capital Project #200915).
- Discussed the current meetings schedule of the County Board. It was determined no changes would be made at this time.

Schedule Next Meeting Dates

- September 18

Six-Month Report on Workers Compensation Claims

Jatczak referred to his report titled "Waukesha County Workers Compensation 2008-2012 Claims History Summary." Total number of claims filed has dropped since the first quarter 2012 report and the County has experienced a reduction each year since 2008: 121, 116, 112, 110, and 41, respectively. In the first six months of 2012, 41 claims were filed, 30 remained open, and the total incurred was \$500,218. Since 2008, 500 claims have been filed, 57 remained open, and the total incurred was \$4,577,424. Jatczak highlighted some of the larger claims that have opened and closed.

Educational Presentation on the Hay Job Evaluation System and Pay For Performance

Richter distributed copies of “Summary of Hay Job Evaluation Process” and “Waukesha County Pay for Performance Compensation System.” The County has used the Hay System since the mid-1980s. Hay is an international organization. The job content evaluation is a points-based system which considers position know-how, problem solving, and accountability. The purpose of the job content evaluation system is to: 1) establish a credible and consistent hierarchy of job values to the organization, 2) facilitate the development of pay structures and programs, 3) enable comparisons to assess internal pay equity based on measured job content, and 4) facilitate making pay comparisons to the external labor market. Richter said positions are evaluated by the nine-member Job Content Evaluation Committee which includes management and supervisory employees from various County departments and Human Resources staff. Members are trained by Hay consultants. This is a consensus process and it works very well. The committee does not address compensation. He indicated that 20% of the County’s positions are evaluated annually using employee questionnaires.

Richter advised the Pay for Performance Compensation System began in the County in 1997. The objectives of the system included the following: 1) distinguish monetarily between true differences in performance, 2) create a system which will incent all employees to excel, 3) create a pay system which is more accountable to the public which is based on performance standards and goals, 4) improve productivity and quality by providing motivation to employees, 5) establish a system to recruit and retain employees and improve morale for true rewards for performance, 6) cost neutral to past system and with long-term savings, 7) slow progression through the pay ranges with smaller increases over a longer time frame, and 8) reduce or eliminate demands for reclassifications of positions in order to address salary compression. All non-represented employees receive a performance evaluation by their supervisor who will recommend base and non-base awards. After review by the department head and Human Resources staff, it is approved or adjusted by the County Executive. Staff went on to explain the system components as outlined in the handout, including how increases and bonuses are awarded. This annual comprehensive report is presented to the Personnel Committee in March.

Annual Report on the Hiring of Relatives of Current Employees

Richter referred to his report titled “Relative Hire Report – March 1, 2011 thru July 2, 2012” which included information on requesting department, applicant position, date of hire, relative’s department and their position, and their relationship. Also included for information was a copy of the Recruitment and Selection section of the County’s Administrative Policy & Procedure Manual. Richter indicated the hiring of a relative of a current employee must be pre-approved by Human Resources after a full review of the hiring process. Between March 1, 2001 and July 2, 2012, four full-time and 16 temporary positions were filled with relatives of current employees. The majority of the temporary positions are for lifeguard, park attendant, food service attendant, clubhouse worker, or Exposition Center aide through the Parks & Land Use Department. All open positions are posted and advertised to the public.

Educational Presentation on the Annual Positions Ordinance

Richter distributed copies of the new position request form instructions and new position request form which departments must complete to justify the creation of a new position. During the budget process, the County Executive will approve or deny the request. A separate ordinance is presented in October to approve (or deny) proposed new positions, abolished positions, and job

reclassifications. Copies of last year's fiscal note from the positions ordinance were included for informational purposes.

State Legislative Update

Spaeth said the 22-member State Legislative Council is a bi-partisan study group which includes senators and representatives. Recommendations are made and if approved, legislation is drafted for consideration in January.

The 911 study committee includes Waukesha County Emergency Preparedness Director Rich Tuma. This committee is reviewing 911 surcharges and whether the State or counties should receive the 75-cent fee for all wireless users. Also discussed were the 40-cent land line fee and how these revenues are decreasing. A presentation was given on next generation 911 technology which could involve videos and text messages that can be sent to call centers and how we can catch up to and fund this technology. They are also examining education and hiring standards (e.g. education and turnover) for dispatch centers.

The Department of Natural Resources is changing rules on new projects that affect wetlands. Environmental reviews will no longer be necessary for those projects that will have minor impacts. This change will ease the permit process. Waukesha County does support the concept although has some concerns with the requirement that County engineers would need to sign off on municipal projects as this would create more work for us without any added compensation.

Future Agenda Items

- Risk Management Programs on Workplace Safety (Jaske)

MOTION: Draeger moved, second by Jaske to adjourn at 3:06 p.m. Motion carried 7-0.

Respectfully submitted,

Pauline T. Jaske
Secretary